



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 07-06

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: September 9, 2005

RE: The Requirement of Production Records to Document Meals Served

Production records are a vital component of the National School Lunch Program (NSLP) and are the only source of documentation that can prove a reimbursable meal was offered to all students during a meal service. This memo serves to clarify the requirement of production records and what a complete production record entails.

During a CRE and SMI review ADE will request production records to verify the meal pattern your school is following has met the requirements of a reimbursable meal. According to 7 CFR 210.10 (a) (3) "Schools **must** keep production **and** menu records for the meals they produce." Therefore an LEA may not file any claims for reimbursement for any meals without production record documentation.

LEAs that are found to be claiming reimbursement and cannot document meals served due to deficient documentation of production records, fiscal action will be assessed.

A complete production record must detail the following:

- Menu items and Recipes used
- Projected number of portions and serving sizes for each grade group and adults
- Total amount of food prepared
- Actual number of reimbursable meals served for each grade group

- Actual number of non-reimbursable meals served
- Leftovers and Substitutions

For more information on the requirement of production records please refer to www.ade.az.gov/health-safety/cnp/nslp, USDAs *A Menu Planner for Healthy School Meals*, and ADE's A+ School Lunch Training, Modules 6 or 7. You can register online for any of ADEs trainings at www.ade.az.gov/online-registration.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.